**Assessment Package**

**Package Overview for Assessors** https://detwww.det.nsw.edu.au/media/downloads/deptresources/templates/visualstyle/thelogo/det_full.gif

|  |  |  |
| --- | --- | --- |
| **Package Number**  **Package Title** | BSB07 – Package Six.  *Sustainable Work Practices* | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBINM201A: Process and maintain workplace information  BSBSUS201A: Participate in environmentally sustainable work practices | |
| **Package contents and information for assessors** | **Pages 2-5** | The Assessment Notice includes the **task description** andis provided to students. The task notice should be amended to reflect your schools resources. The suggested timeframe for this activity is ?? |
|  | **Page 6** | **Student Self Assessment**  This checklist is designed to be handed to the student. It enables the student to undertake a self assessment before submission of the task. The completed checklist should be handed to the assessor with the completed task. The assessor is than able to use the checklist to determine competence and provided feedback  observation. |
|  | **Page 7** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  | Access to personal computer and printer.  Access to internet and email. |
| **Other comments** |  |  |

# Western Sydney Region

# WS_DETLOGO_COLOUR-01Vocational Education and Training

### Assessment Notice

|  |  |
| --- | --- |
| **VET Framework: Business Services** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBINM201A: Process and maintain workplace information  BSBSUS201A: Participate in environmentally sustainable work practices | |
| **Date Given : Due Date:** |
| Employability Skills are contained in this assessment |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task Description: this task will be completed in 2 parts.**  Word process your answer and save as ‘sustainable work practices’.  **Sustainable Work Practices**  1: Use the following words to complete the sentences:   |  |  |  | | --- | --- | --- | | ***confidential*** | ***security*** | ***unattended*** | | ***locked*** | ***sensitive*** | ***unauthorised*** | | ***password*** | ***trained*** | ***view*** |   The safety and blank lineof blank lineinformation is of great concern to businesses today. Staff need to be blank linein the importance of maintaining strict confidence in relation to blank lineinformation and should not discuss restricted matters with blank linepersons. Records should not be left blank lineor in full blank lineand should be blank lineaway when not in use. Computerized filing systems should be protected with blank lineand log-in access.  2: How can the following types of technology or business equipment assist in the effective collection of information?   * photocopier * computerised filing systems * answering machine * fax machine   3; You are concerned about confidentiality in your office. Write a memo to all staff advising two ways they can   1. ensure sensitive phone conversations are not overheard 2. keep customer records secure and confidential   4; Place the names following in the correct filing sequence.  John Jones Raymond Watson  Allan James T Walters  Brendon Johnson Tony Walters  Steven Johnstone Walters  Le Hoang Ray Watson  A James Watson  The Rose and Thistle Tea Rooms Troy le Roux  Rosemount, Perry & Pride Pty Ltd Patti L’estrange  S R Richards Electrical Services Melanie Le Tissier  Roseberry, Smith and Assoc Adrian Lee  The Old Snowball Co Pty Ltd Tilly St George  Richardson Clocks and Watches Inc Frank Van De Velde  Ian van Roo Ian von Rechenberg  Trevor McKinley William St Claire  Tom Le-Archer Dominic L Bruna  Pierre St Leger Mandy Van Diemen  Tina von der Lippe Eric MacTavison  The Department of Industry, Technology & Commerce  Essendon City Council Knox City Council  The Department of Transport & Communications  The Department of Veteran’s Affairs Waverley City Council  100 Odd Jobs Cleaning 1066 and All That  Design 66 Manufacturing Co 20/20 Vision Glasses  Sir John Garland Dr David Garfield  Mrs Louise Gorton James Gallant Snr  Capt E D Prince Mrs L O Gorton  Princess Daisy Caterers Ms Jo Garland  Sir Elliot Prince James Gallant Jnr  Father J J Garland Rev Allan Charming  Identify and explain which classification of filing you have used  5; Identify these methods of records storage and discuss the OH&S considerations of its use.   |  |  | | --- | --- | | **Filing System 1** | Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | **Filing system 2** | Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   **Part 2:**  **Participate in environmentally sustainable work practices**  **Case study**  Sienna works in human resources at a regional hospital, and has recently been nominated as the environment officer for the support services at the hospital, which include the administrative staff, cleaning staff and laundry staff. As well as developing initiatives for improving their use of resources, Sienna also works with the occupational health and safety officer to ensure that their policies and procedures for environ mental management are up to date.   * 1. What are some of the environmental and resource efficiency issues Sienna might encounter?   2. What resources would you expect Sienna to use in her human resource role? What additional resources might be used by the cleaning and laundry staff she has responsibility for?   3. How might use of these resources be measured? Suggest measurement methods for at least three different resources.   **Case study cont’d**  Sienna identifies water use in the laundry as a key opportunity for reducing environmental impact. Water is used in the rest of the hospital for showering patients, in kitchens and for watering the grounds of the hospital. As there has been an extensive drought in the area, Sienna thinks reducing water use will also have a lot of community support. She receives the following information from the water company about water use in the hospital (note: ML is a megalitre, or 100,000 litres of water)   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Water use | 2007  09 | 2007  10 | 2007  11 | 2007  12 | 2008  01 | 2008  02 | 2008  03 | 2008  04 | 2008  05 | | Laundry | 1.62  ML | 1.78  ML | 1.6  ML | 1.58  ML | 1.4  ML | 1.64  ML | 1.74  ML | 1.8  ML | 1.5  ML | | Rest of hospital | 1.3  ML | 1.35  ML | 1.4  ML | 1.46  ML | 1.5  ML | 1.52  ML | 1.41  ML | 1.38  ML | 1.3  ML |  * 1. Prepare a report for Sienna’s manager about water usage in the laundry. Explain how you would record this data. Where would you file the report? Why?   2. What opportunities might exist to reduce water use in the laundry?   **Case study cont’d**  Sienna decides to speak to Chris, the manager of the laundry. She discovers that the machines are old and relatively inefficient, but a request for updating them was recently denied due to lack of funds. The budget committee did not think the potential water and electricity savings would be enough to make up for the extra expense. Sienna is frustrated, but she knows that there is limited funding available. She decides to investigate a greywater system for using the rinse water from the machines in the hospital grounds instead. She makes inquiries with a local plumber, who tells her a greywater system could be installed for around $2000 and provide enough water for watering the grounds.   * 1. Prepare a written proposal for Sienna to deliver to her manager to take to the budget committee for approval.   2. Assuming that Sienna’s proposal is accepted by the budget committee, what organisational plans might she develop to support the implementation of the greywater system? You should consider how the system will be used by laundry and maintenance staff in your response. |

**Student Self Reflection** https://detwww.det.nsw.edu.au/media/downloads/deptresources/templates/visualstyle/thelogo/det_full.gif

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Theme 5; Getting it Right. |
| **Assessor / Teacher:** |  |

| **During this assessment**  *( insert a tick for ‘yes’, cross for ‘no’,* | **Student** |
| --- | --- |
| Was this activity a good way to assess your knowledge? |  |
| Were you able to determine a correct filing sequence? |  |
| I have seen these storage systems so determining OH&S requirements was straight forward. |  |
| Were you able to source information to help guide your responses to the case studies? |  |

|  |
| --- |
| **Candidate Self Reflection** |
| General comments, strengths or improvements needed: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidates signature:** |  | **Date:** |  |
| **Assessor signature:** |  | **Date:** |  |

# WS_DETLOGO_COLOUR-01Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** Business Services | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBINM201A: Process and maintain workplace information  BSBSUS201A: Participate in environmentally sustainable work practices | |
| **Due Date: Date Received:** |

**Overall Result**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBINM201A: Process and maintain workplace information | Collect information |  |
|  | Process workplace information |  |
|  | Maintain information systems |  |
| BSBSUS201A: Participate in environmentally sustainable work practices | Identify current resource use |  |
|  | Comply with environmental regulations |  |
|  | Seek opportunities to improve resource efficiency |  |

|  |
| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |